

MEETING ? MEETING MINUTES

Location: Whatsapp
Date: 20/03/2022 – 12/04/2022
Time: Casual throughout the day
Facilitator: Jonathan, Andrijana
Present: Anoushka, Tebogo, Ahmed

Agenda Items

1. Discuss design document proposal
2. Agree on team approach to design document proposal
3. Appoint team member to open collaboration document on Google Drive
4. Agree on preliminary deadline for first draft
5. Agree on person responsibility for submission
6. Action any other business

Action Items	Owner(s)	Deadline	Status
Design document discussion	Team	20/03/2022	Done
Team approach agreement	Team	26/03/2022	Done
Design document on Google Drive	Andrijana	04/04/2022	Done
Preliminary deadline for first draft	Andrijana	11/04/2022	Done
Submission responsibility	Jonathan	12/04/2022	Done
Editing, formatting, proofreading	Jonathan, Andrijana	11/04/2022	Done

